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ABSTRACT

The Facilities Committee of the Birmingham School District developed procedures for a thorough assessment of the buildings in the district. By March 1974, all buildings had been visited by an assessment team. A subsequent report submitted by the building principals contained the consensus judgment of the assessment team for each item assessed. At further committee meetings a list was prioritized of items that needed attention. A budget was developed based on a levy approved by the voters and proceeds from the sale of a school site. (MLF)

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ASSESSMENT OF PHYSICAL FACILITIES

A PHASE II REPORT OF THE FACILITIES STUDY COMMITTEE

BIRMINGHAM PUBLIC SCHOOLS
Birmingham, Michigan
September, 1974

FACILITIES COMMITTEE

Frank Goetz, Director of Curriculum: Chairman
Daniel Nesbitt, Deputy Superintendent: Instruction
Vernon Oxender, Deputy Superintendent: Administrative Services
James O'Neil, Director of Physical Plant and Transportation

EA 009 229

ASSESSMENT OF PHYSICAL FACILITIES

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ASSESSMENT OF PHYSICAL FACILITIES

INTRODUCTION AND INTENT OF THE STUDY

The Facilities Study Committee completed Phase I of the study and reported to the Board on September 4, 1974. In that report recommendations were made pertaining to the possible closing of three elementary schools.

On November 20, 1973, the Board decided not to consider closing schools for the present.[1] The committee, therefore, proceeded to make plans to assess the adequacy of the physical facilities of the district. The intent of this effort was to determine if building facilities are adequate to accommodate present programs and to make recommendations for needed improvements.

Though the Board had decided not to close schools, the Committee felt it would be appropriate also to provide enrollment projection information along with secondary building capacity data. The intent here was to keep the Board advised of the status of enrollment projections which could be related to secondary facility use both for the present year and for suceeding years.

A STATUS REPORT OF SECONDARY ENROLLMENT PROJECTIONS

This status report re secondary projections related to building capacities was presented to the Board as part of a progress report on April 10, 1974.[2] Projections for this report were developed by the Westinghouse Learning Corporation.

These enrollment projections suggest that for 1975-76 grades 7-9 will have an excess capacity of 706 students and grades 10-12 will have an excess of 384. For 1976-77 these excess capacity figures will increase to 870 for junior high and 542 for the senior high.

In March 1974, a Citizens Study Committee made a report to the Board that was concerned with district financial information preparatory to a June millage election. In view of the fact the Citizens Committee made financial recommendations that suggested the possible necessity of closing some of our schools, a memo reviewing these possibilities was included in the April 10, 1974 Progress Report to the Board.[3]

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1 Appendix A
2 Appendix B
3 Appendix C

This memo suggests that we could close as many as six (6) schools by 1977-78 if this were deemed necessary and advisable. One problem that would make such a decision a little uncertain has to do with the reliability of the Westinghouse projections. If the Board will in fact be seriously considering mass closings, the Committee recommended a more thorough demographic study be made which would give us, hopefully, reliable enrollment projection data for the next ten years. The Board did, subsequently, authorize such a study. This will be included in the Facilities Committee's Phase III Report.

THE ASSESSMENT PLAN AND PROCEDURES

The Facilities Committee, during the months of December 1973 and early January 1974 developed procedures for a thorough assessment of the buildings in the district. A statement of intent was outlined in a memo to building principals dated January 15, 1974.[4]

> "Within budget limitations and with our resources we will plan to assess facilities so as to be able to:
>
> a. identify and report all inadequacies of physical plant and site,
> b. make suggestions for improving on deficiencies and to equalize facilities so as to make them comparable at present,
> c. determine the adequacy of the facility to accommodate present programs,
> d. determine the adequacy of the facility to accommodate future changes in each building's educational program."

The committee appointed elementary and secondary assessment teams.[5] Each elementary team had one Facilities Committee Member and the secondary teams had two. Having a Facilities Committee Member(s) on each team would make it possible later to standardize decisions re inadequacies. With four elementary and two secondary teams each making independent judgements there could have been differences in assessment decisions. This proved to be the case. However, these differences were resolved and assessments standardized by the committee through a procedure that called for committee review of each item assessed.

Details of how the teams were to proceed with each building assessment were outlined in a memo to principals dated January 28, 1974.[6] The Facilities Committee Chairman provided appropriate forms for each assessment team. Elementary and secondary forms consisted of:

(1) A cover sheet with a variety of identifying information.
(2) A map and description of the attendance area.
(3) A floor plan of the school.
(4) A checklist of items to be assessed.[7]

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4 Appendix D
5 Appendix D
6 Appendix E
7 Appendix F

In addition to the forms, the Committee provided some suggested standards for assessing elementary and secondary facilities. These suggested standards were intended to provide some background for the assessment team but were not to be considered as binding or all inclusive. Due to the volume of these sets of materials they are not included in this report but are available in the Office of the Director of Curriculum.

District-wide Facility Appraisal Forms were developed by the Committee to be used in assessing non-school buildings.[8] The Facilities Committee served as the assessment team for these buildings.

During February and March the assessment teams visited each building in the district. The better part of half a day was required for each building visitation.

ASSESSMENT RESULTS

By mid March all buildings had been visited by an assessment team. Two or three weeks after completion of the appraisal visitation, the building principal submitted an assessment report to the Facilities Committee. A representative sample report is included for reference purposes.[9] These reports contained the consensus judgements of the assessment team for each item assessed.

During the last two weeks of March the twenty-four school reports and seven non-school building reports were each reviewed separately and individually by the full Facilities Committee. In order to provide the Board with a progress report of committee activities for the April 10 Board Meeting a summary of Facility Inadequacies was prepared.[10]

This summary of inadequacies was merely intended as a listing of the approximately 247 items identified during the two-month intensive assessment project and designated as inadequate. The summary included only items designated as "1", very inadequate and "2", somewhat inadequate. Approximately 100 additional items had been designated as "3", functionally adequate. As the designation implies, those items do not need attention immediately though some will in the near future. This report will not review the "3" category but will rely on building administrators to be viligent re these items and request repairs or replacement at the appropriate time.

During April and May 1974 the Facilities Committee reviewed the "Summary List of Inadequacies." Each item was discussed and in some cases further input was sought from the building principal of the school involved.

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8 Appendix G

9 Appendix H

10 In order to limit the volume of this report, the summary will not be included. It is available for review in the Office of the Chairman of the Facilities Committee.

One goal of this facilities assessment project was to determine the adequacy of our buildings to accommodate our present program as well as potential new programs. Having completed the assessment activities and once reviewed the inadequacies identified, the committee made its judgement and disseminated that judgement in a memo to building principals dated April 25, 1974.

> As you know, the purpose of this assessment project was to determine the adequacy of your facilities to accommodate the programs operating at present and for the near future. Though we have identified a substantial number of items needing attention, we did not find that any one building could be considered seriously inadequate to the point where its present program could not adequately be accommodated. This is also due, we believe, to the attention you have given to keeping your facilities maintained these past few years even in the face of reduced maintenance staffs and tight maintenance budgets.[11]

As regards the adequacy of buildings to accommodate new programs this will be further determined by the needs of those new programs. It is the committee's judgement that with minor, or perhaps in some cases major renovation any new program that may be implemented could be accommodated. As of this date, no new programs that would require major renovation or space needs, have been approved. Further attention to this issue will be given in Phase III of the Facilities Study.

In early June 1974 the committee published a revision of the March Summary of Facility Inadequacies.[12] This summary contained 221 items reduced from 247 in March. Some items on the March Summary were reclassified as "3", and a few were removed for a variety of reasons. The items on this revised summary were "standardized" as to designation and one level of priority viz "1" or "2".

A final thorough review of the May revision of inadequacies was necessary to prioritize further the 221 items that needed attention. Therefore, the committee worked through June and July and developed a final list of "BUILDING NEEDS: PRIORITIZED".[13] This list was made available to principals and the Board in early August.

This final, complete list of needs shows that some items had already received attention and were completed. A few were in process of receiving attention, some projects were "delayed" for a variety of reasons and some were judged to be insoluable or that it would not be practical to alleviate the condition. This left approximately 102 items that would need attention.

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11 Appendix I

12 This revised summary is not included in this report in order to limit its volume. The summary is available for review in the Office of the Chairman of the Facilities Committee.

13 Appendix J

ATTENDING TO BUILDING NEEDS

With the July 30 list of prioritized needs completed the committee proceeded to determine which projects would be funded and from what budget. By design the committee finalized its priority list at a time when two substantial sources of funds would be available.

A .2 mill levy had been approved by the voters in June, 1974 to finance maintenance and renovation projects. This millage earmarks approximately $110,000 annually for a three-year period. A second source of funds was made available as a result of the sale of the Baldwin Elementary School site. This building had been closed at the end of the 1971-72 school year and the property subsequently sold to the City of Birmingham for $467,000.

The "Baldwin Money" was earmarked by the Board to be used to finance five categories of projects.[14] Three of these sub funds namely Category I (Repair and Renovation of Existing Buildings), Category III (Purchase of New and Replacement Equipment), and Category IV (Site Drainage Problems) thus became available to fund some of the projects identified in the building assessment project.

These two sources of funds combined with funds from the operating budget would, hopefully, provide for the alleviation of most of the 102 facilities inadequacies needing attention.

PROJECTS TO BE FUNDED BY THE .2 MILL BUDGET

The following list of projects identified during the facilities assessment as inadequacies were recommended to be funded by the .2 mill budget. These were informally reviewed by the Board on August 13, 1974.

PROJECTS FUNDED FROM THE .2 MILL MAINTENANCE BUDGET

LOCATION	PROJECT	ESTIMATED COST
Quarton	Replacement of windows	$15,000
Walnut Lake	Repair/replace floors in two rooms	2,500
Derby	Resurface circle drive	5,000
Groves	Resurface tennis courts	12,000
	Repair/replace corridor light fixtures	1,000
Bus Garage	Renovate and install additional lavatory units	1,000
System-wide	Painting projects	23,000
Projects	Repair blacktop	5,000
	Removal of tree stumps	2,000
	Funding for a summer grounds crew	3,500
	Roof repairs	40,000
		$110,000

14 Appendix K

PROJECTS FUNDED FROM BALDWIN MONEYS

After some considerable discussion involving members of the Facilities Committee, the Superintendent, and the Board, a resolution was approved by the Board authorizing funding of projects identified during the assessment program, estimated to cost $300,000. An additional $200,000 was approved for bus replacement and special projects.[15] Chart No. 1 lists the projects funded under Category I and Chart No. 2 lists items funded under Categories III and IV. It should be noted that many of the items funded under Category III were not included on the list of inadequacies identified during the facilities assessment project. This was due to the fact that the assessment project was concerned, for the most part, with "facilities" rather than equipment. Many of these items are equipment needs identified subsequently by principals.

PROJECTS FUNDED FROM THE OPERATING BUDGET

The following items will receive attention and will be funded from the operating budget.

LOCATION	ITEM	ESTIMATED COST
Beverly	Floor tile, replace some	300
	Media Center carpet, repair	300
Evergreen	Wiring, add circuits	500
Franklin	Safety, install signs	100
Harlan	Corridor floor - replace some tile	300
Pembroke	Chimney - remove discoloration	300
Pierce	Floor tile, replace some	200
Walnut Lake	Playground erosion - grading	100
Covington	Scoreboard - repair	300
Derby	Bleachers (outside) repair	500
	Tennis Courts - repair	500
Groves	Parking lot lines - repaint	300
	Lavatories (student) - repair	3,000
	Auditorium lights (outside) replace globes	500
	Gym and Pool bleachers - repair	1,000
	Media Center carpet - repair	300

15 Appendix L

Attachment A

BALDWIN FUNDS - CATEGORY I

REPAIR AND RENOVATION OF EXISTING BUILDINGS
(Estimated, approximate costs)

Location	Project	Estimated Cost
Bingham Farms	Add sidewalk at north end of building	$ 2,000
Evergreen	Add doors to 7 classrooms	3,000
	Improve sound barrier, vocal music room	1,000
	Install corridor gate	1,000
Greenfield	Enlarge teachers' room	2,000
Harlan	Install solar control film	1,000
	Brick in court yard wall	500
	New entrance to parking lot	2,000
Meadow Lake	Install outside light on north side	500
Midvale	Make alterations in Media Center Lavatory	500
	Improve sound barrier in principal's office	500
Quarton	Remove cloakroom walls in 3 rooms	5,000
	Repair/replace exit doors	4,000
Pierce	Replace doors under stage	500
Valley Woods	Replace some sidewalks	500
Walnut Lake	Install new fixtures in gym	1,000
	Replace eave troughs	500
	Replace floor tile	500
Westchester	Install sidewalks on east side of bldg.	500
Barnum	Replace 5 exit doors	3,000
Derby	Renovate intercom system	5,000
	Replace some sections of sidewalks	2,000
Groves	Replace gym ceiling speakers	3,000
	Improve media center lighting, 2 areas	1,000
	Install sidewalks by auditorium	1,000
	Install shelving in media center	1,000
	Nursing arts room	5,000
	Improve electrical outlets in Bus. Ed.	500

(continued)

CHART I

Attachment A
Baldwin Funds - Repair and Renovation of Existing Buildings (continued)

Location	Project	Estimated Cost
Seaholm	Replace gym folding door	$ 30,000
	Create corridor thru media center	2,000
	Install signs, room locater system	1,000
	Replace ceiling tile in one room	500
	Wire 5 carrels	500
Bus Garage	Install blacktop and/or resurf. parking area	3,000
I.M.C.	Partition walls and sound proofing	4,000
		$ 89,000

The following expenditures will be delayed pending decision on school closing:

Adams	Carpet 2 rooms	$ 3,000
	Complete window replacement project	10,000
	Replace lavatory doors	500
	Repair lavatory partitions	500
	Replace clock system	10,000
Bloomfield Village	Replace intercom system	4,000
Barnum	Renovate Home Economics room	25,000
	Replace clock system in parts of building	8,000
		$ 61,000

Category I $ 150,000

Attachment B

BALDWIN FUNDS - CATEGORY III

PURCHASE OF NEW AND REPLACEMENT EQUIPMENT
(Estimated, approximate costs)

Item			New	Replacement
Draperies and room darkening:				
	Quarton		$ 750	$ 200
	Greenfield			350
	Harlan			430
	Midvale			750
	Torry			100
	Walnut Lake			220
	Derby		1,100	1,300
	Covington		1,500	
Furniture:				
	Seaholm:	Cafeteria		10,000
	Groves:	Cafeteria		10,000
		Teachers' Lounge		3,000
	Quarton:	Teachers' Lounge		750
Industrial Arts Equipment:				
	Groves:	Drill Press		1,200
	Derby:	Shop Dust Collecting System	6,000	
Media Center Equipment:				
	Beverly:	Study Carrels	300	
	Meadow Lake:	Shelving	380	
	Midvale:	Furniture	800	
	Bingham Farms:	Card Catalogue Unit	400	
	Valley Woods:	Shelving	1,200	
		Carpeting		3,000
	I. M. C.:	Film Inspection Machine		5,700
		Cassette Duplicator	990	
		Slide Projectors	300	
		Filmstrip Camera	190	
		Engraver	75	
		Copy Camera	250	
		Microphones		115
		Sound Camera	300	
		Offset Stencilmaker	1,000	
Miscellaneous Items:				
	Seaholm:	Typewriters		3,000
	Pembroke:	Custodial Outside Storage	1,200	
	Groves:	Nursing Arts Equipment	4,000	
	Berkshire:	Replace Baskets		1,000

(continued)

Attachment B, continued

Item			New	Replacement
Derby:	Art room counter and tables			$ 4,500
	Scoreboard in pool		$ 1,000	
	Sewing table units			3,600
	Sewing machines and cabinets			900
	Install vandal light		500	-
Harlan:	Safety mats for gym		500	
West Maple:	Stage lighting		650	
Bus Garage:	Equipment		4,000	
		New	$ 27,385	
		Replacement		$50,115
		Total		$77,500
Miscellaneous Equipment (if funds are available)				17,500
		Category III		$95,000

Attachment C

BALDWIN FUNDS - CATEGORY IV

SITE DRAINAGE PROBLEMS
(Estimated, approximate costs)

Evergreen	Improve playground drainage	$ 2,000	
Valley Woods	Improve drainage near building	15,000	
Westchester	Improve drainage near primary	2,500	
Seaholm	Improve court drainage and develop	25,000	
	Total		$44,500
The following expenditure will be delayed pending other work by township authorities:			
Bingham Farms	Drainage		10,500
	Category IV		$55,000

CHART II

Operating Budget (cont.)

LOCATION	ITEM	ESTIMATED COST
Seaholm	Floor tile - replace some	400
	Foreign Language Lab - repair	200
Bus Garage	Parts Storage - enlarge	1,000
Maintenance	Equipment - replace rubbish truck	16,000
		$26,100

UNFUNDED PROJECTS

Almost all inadequacies and needs identified during the facilities assessment and prioritized as 1a, 1b, 2a, or 2b on the July 30 summary will receive attention. A few items (less than 5) were reclassified and will not be funded. Some items, such as painting requests and roof repairs, were consolidated and an amount was budgeted for the group. Very probably there will be insufficient funds to complete all painting and possibly roofing requests.

Only seven prioritized items remain unfunded. These are listed by location.

Location	Item	Estimated Cost
Groves	Front Service Drive	100,000
	Enlarge pressbox	5,000
Seaholm	Landscape Commons Court	25,000
IMC	Internal Renovation	2,000
Maintenance	Construct salt storage shed	2,500
Administration Building	Blacktop the parking lot	10,000
	Improve temperature control	
		$144,500

Approximately 39 projects prioritized as 2C will not receive attention at this time due to a lack of funds. There are approximately 66 items designated as "D" to be delayed or "X" presently impractical to alleviate. Many of these items combined with the "2C" items should be reconsidered for funding in another year, or when funds become available.

FACILITIES STUDY COMMITTEE.

APPENDICES

APPENDIX A	Facilities Study Recommendations.
APPENDIX B	A status Report of Secondary Enrollment Projections Related to Building Capacities 1974-77.
APPENDIX C	April 10, 1974 Memo to the Superintendent Re Possible School Closing.
APPENDIX D	January 15, 1974 Memo Re Procedures For Appraisal of School Facilities.
APPENDIX E	January 28, 1974 Memo Re the Building Assessment Project.
APPENDIX F	Sample Appraisal Forms for Elementary and Secondary Schools.
APPENDIX G	Non School Building Appraisal Forms.
APPENDIX H	Sample Building Appraisal Report.
APPENDIX I	April 25, 1974 Memo Re Completion of the Assessment of Facilities.
APPENDIX J	Building Needs: Prioritized.
APPENDIX K	Suggested Expenditure of Funds From Sale of Baldwin School.
APPENDIX L	Allocation of Funds From Sale of Baldwin Property.

#5 FACILITIES STUDY COMMITTEE RECOMMENDATIONS

MOVED: By Trustee Dixon; Supported by Trustee Jenkins

WHEREAS; The Board has received the Elementary Facilities Report (Phase I) which recommends the possible closing of one or more elementary schools, in order to save money, and

WHEREAS, The Board has carefully reviewed this report along with information from parents, residents and others in the District, and

WHEREAS, The Board feels strongly that maintaining local schools has great importance to the citizens,

NOW, THEREFORE, BE IT RESOLVED THAT

1. All schools in the District be kept open, unless there are severe financial problems and/or substantial enrollment declines, and

2. The recommendation to save money by closing schools be rejected and that alternatives be explored;

AND BE IT FURTHER RESOLVED THAT

1. The Board commend the Facilities Study Committee for its efforts and for the useful data developed in Phase I of the Study, and

2. The Board encourage the Committee to continue with Phase II of the Study, and

3. The Board express appreciation for contributions made by the Reaction Panel and other interested citizens.

Motion carried unanimously.

BIRMINGHAM PUBLIC SCHOOLS
Birmingham, Michigan

To: Birmingham Board of Education

From: Facilities Study Committee

Subject: A STATUS REPORT OF SECONDARY ENROLLMENT PROJECTIONS RELATED TO BUILDING CAPACITIES -- 1974-77

Date: April 10, 1974

The Facilities Study Committee made a Phase I Report to the Board of Education on September 4, 1973. That report focused on the elementary schools of the district and some recommendations were made relative to the possibilities of closing elementary schools.

In view of the Board's present position not to close elementary schools, the Committee does not plan to make any recommendations relative to the possible closing of secondary schools at this time. The Facilities Committee does, however, feel that it would be appropriate to provide the Board with a brief status report of secondary enrollment projections related to secondary building capacities. Therefore, the accompanying data sheets were developed.

The enrollment projection data is from the Westinghouse Enrollment Projection Report of November 7, 1973. These projections have been very helpful to the Committee. They are the best estimates of projections that are available to the Committee and were used for staffing purposes for 1974-75. There is a need, however, for a more thorough demographic study if the Board wishes to consider more extensive school closings than were included in the September 4, Phase I Report. If the Board would agree that more extensive and hopefully more reliable enrollment projection data are needed, the Committee would be happy to select a consultant and arrange for getting the study underway.

Capacities of secondary buildings are "optimal" (reasonable) and based on 80% utilization. The chart showing building capacities related to enrollment projections is intended to provide a concise picture of gross secondary space needs for the next three years.

FG/tn

ENROLLMENT PROJECTIONS FOR THE SCHOOL DISTRICT OF THE CITY OF BIRMINGHAM*

GRADE	1974-75	1975-76	1976-77	1977-78	1978-79
K	811	755	703	655	610
1	764	711	662	616	574
2	915	845	787	733	682
3	842	912	842	784	730
4	870	797	863	797	742
5	966	832	762	826	762
6	1164	1052	906	830	899
7	1082	1133	1024	882	808
8	1191	1085	1136	1026	884
9	1261	1191	1085	1136	1026
10	1296	1281	1210	1102	1154
11	1349	1273	1259	1189	1083
12	1351	1293	1220	1207	1140
K-5	5168	4852	4619	4411	4100
K-6	6332	5904	5525	5241	4999
6-8	3437	3270	3066	2738	2591
7-9	3534	3409	3245	3044	2718
9-12	5257	5038	4774	4634	4403
10-12	3996	3847	3689	3498	3377
K-12	13862	13160	12459	11783	11094
TOTAL	13862	13160	12459	11783	11094
CHANGE	-707	-702	-701	-676	-689

Input data are based upon the past six-year enrollments deleting low and high percentage years at each grade level. Figures do not include the approximately 100 special education students who are enrolled annually.

*Developed by Westinghouse Learning Corporation
770 Lucern Way
Sunnyvale, California
November 7, 1973

SECONDARY BUILDING CAPACITIES*
Birmingham Public Schools

	Regular Classrooms (A)	Large Classrooms (B)	Normal Capacity (A) x 27 plus (B) x 35; 80% Use (C)	Emergency Use Classrooms including Cafeteria (D)	Emergency Capacity (C) + (D) x 20; 80% Use (E)	Special Ed. Classrooms *** (F)	LGI and Auditoriums (G)	
BARNUM	29**	3	710	4	774	2	-	
BERKSHIRE	38	4	932	5	1012	2	-	
COVINGTON	37	4	911	5	991	2	1	
DERBY	36	4	889	2	921	2	-	
WEST MAPLE	26	4	673	3	721	2	1	
GROVES	87	9	2131	10	2291	2	1	
SEAHOLM	83	11	2100	10	2260	2	1	
TOTALS	336	39	8346	39	8970	14	4	

* Capacities on this chart are based on the number of available "teaching stations" and computed with an assumption of 80% utilization.

** Barnum - The "old" wing is excluded except for 3 classrooms currently being used for math.

*** - Includes rooms for additional Learning Resource Centers.

DAN:sw
10-18-73

INTER OFFICE MEMO BIRMINGHAM PUBLIC SCHOOLS

To: Facilities Study Committee

From: D. A. Nesbitt

Projected Secondary Enrollments*

Year	Grades 7-12	Grades 7-9	Grades 10-12
1972-73	8,228**	3,936**	4,292**
1973-74	7,917**	3,725**	4,192**
1974-75	7,530	3,534	3,996
1975-76	7,256	3,409	3,847
1976-77	6,934	3,245	3,689

Comparison of Secondary Capacities and Projected Enrollments*

	Grades 7 - 12			Grades 7 - 9			Grades 10 - 12		
Year	Pop.	Cap.	Diff.	Pop.	Cap.	Diff.	Pop.	Cap.	Diff.
72-73	8228**	8346	+118	3936	4115	+179	4292	4231	-61
73-74	7917**	8346	+429	3725	4115	+390	4192	4231	+39
74-75	7530	8346	+816	3534	4115	+581	3996	4231	+235
75-76	7256	8346	+1090	3409	4115	+706	3847	4231	+384
76-77	6934	8346	+1412	3245	4115	+870	3689	4231	+542

* Special Education Students not enrolled
** 4th Friday Count (actual enrollment)

DAN:ec
4/9/74

BIRMINGHAM PUBLIC SCHOOLS
Birmingham, Michigan

MEMORANDUM April 10, 1974

TO: Dr. Donald Peckenpaugh

FROM: D. A. Nesbitt

The question has been raised whether the 675 ratio of students per building proposed by the Citizens Millage Advisory Committee is a reasonable one to use in determining the number of buildings that can be closed from the 1974-75 school year through 1977-78. The comments below are based on my analysis of data immediately at hand that have some bearing on the question.

What does the Committee propose in regard to school closings? In determining the District's need for added millage, the Committee has incorporated proposed savings to the district through the closing of 6 schools on a schedule of the following order:

1974-75	1 elementary school
1975-76	2 elementary schools
1976-77	1 junior high school
1977-78	2 elementary schools

I feel this can be done if it appears advisable.

1. In its Phase I report to the Board of Education the Facilities Committee has already indicated that 3 elementary schools can be closed and suggested if it were done to phase them out by the end of the 1974-75 school year. This is a more rapid closing schedule than proposed by the Advisory Committee and could be implemented.

2. The next question is whether a junior high school could be closed for the year 1976-77. To assess this possibility we need to look at the total number of junior high school pupil stations available in our 5 schools housing grades 7 through 9. In addition we must estimate our junior high school enrollment for the 1976-77 school year and determine the difference.

   (a) The estimated junior high school enrollment for the 1976-77 school year based on Westinghouse projections: 3245

   (b) Student stations available in existing junior high schools (based on 80% utilization as an <u>optimum</u> operational capacity): 4115.

The difference between a and b above indicates that for the 1976-77 school year there will be 870 pupil stations above those needed to run the current junior high program. Through redistricting, I conclude that a junior high school could be closed at the end of the 1975-76 school year leaving 4 open for September, 1976. This assumes major reorganization of the total district grade level structure is not contemplated.

3. The remaining question to be answered is whether it is possible to close the 2 elementary schools recommended for the 1977-78 school year. Much can happen between now and September of 1977 but if enrollments as projected for elementary schools for the 1977-78 school year materialize, they could be closed. In all, between September, 1974 and September, 1977, we would be closing 5 elementary schools by the latter date if we were to follow the Advisory Committee schedule.

   (a) The elementary enrollment projection for the school year 1977-78 is 5281 (includes 40 special education students who would require a self-contained room placement).

   (b) If an average class size of 27 is used as the basis of computation, 182 classrooms would be needed to accommodate the 5281 students. The computation takes into account 2 sessions, daily, for kindergarten students.

   (c) There are currently 282 elementary classrooms in our 17 buildings not reserved for special programs including learning resource centers, art, music, and so forth. Consequently there would be 100 surplus classrooms at the elementary level by 1977-78.

   (d) The 3 buildings recommended for closing in the Phase I Facilities Study Report have a total of 48 classrooms. Were these 3 buildings or buildings of comparable size closed there would still be 52 classrooms surplus. I am of the opinion that at least 2 additional schools could be closed at the end of the 1976-77 school year. This is further supported by the fact that if the 3 schools recommended for closing in the Facilities Committee Report, Phase I, were closed, the next 2 largest elementary schools still open have a combined total of 47 rooms.

CONCLUSIONS

1. It appears possible to strive for school closing on a ratio of 675 pupils per building or the closing of 6 buildings by September, 1977.

2. I am of the opinion we should give serious consideration of closing schools in 2 phases -- possibly 3 at a time rather than spreading the closing out as an annual occurance. Constant redistricting and relocation of pupils and staff is not desirable.

3. I suggest that an outside agency be employed by the District to conduct an independent population projection for the district with projections for a minimum of a five-year planning period with further long-range projections or population trends identified. While Westinghouse projections have been helpful, they are based on a rate of survival technique which looks backward in projecting future student population growth or decline. An intensive look at the nature of the community, potential for growth, the Districts relationship to factors at work in the Metropolitan Detroit area are all critical in determining what future student housing needs will be. It is my opinion that such a study should be made without further delay. The study should precede any plans are made to close schools as a part of the second phase identified in 2 above.

BIRMINGHAM PUBLIC SCHOOLS
Birmingham, Michigan

To: Building Principals

From: Facilities Study Committee

Date: January 15, 1974

Re: Appraisal of School Facilities

You are familiar with the Phase I Report of the Facilities Study Committee. Phase II of the study is being conducted during 1973-74.

The district's priority, Planning For Facilities and Programs directs that we determine the adequacy of our facilities to (1) accommodate our present programs and (2) to accommodate viable potential new programs that may be recommended for implementation within the next five years.

Within budget limitations and with our resources we will plan to assess facilities so as to be able to:

a) identify and report all inadequacies of physical plant and site;
b) make suggestions for improving on deficiencies and to equalize facilities so as to make them comparable to one another if they are not comparable at present;
c) determine the adequacy of the facility to accommodate present programs;
d) determine the adequacy of the facility to accommodate future changes in your building's educational program.

In order to carry out the Board's intent, we will need your assistance to make an appropriate assessment of the various school facilities. We presently plan to follow this procedure:

A. Assessment In Terms of Present Program

1. Familiarize yourself with the forms:
   a) Building and site data sheet
   b) Attendance area
   c) Assessment checklist
   d) Standards checklist

B. Assessment teams have been designated as follows. Chairmen are designated by an asterisk (*).

Elementary Teams

1. * D. Burba, Bloomfield Village
Westchester
R. Massingill, Quarton
J. Evans, Midvale
D. Fisher, Valley Woods
D. Nesbitt, Facilities Committee

2. * R. Jones, Adams
W. Foust, Harlan
J. Heckman, Pembroke
A. Roller, Torry
F. Goetz, Facilities Committee

3. * R. McBride, Evergreen
D. Schaffer, Greenfield
R. Sumner, Pierce
R. Coolman, Beverly
J. O'Neil, Facilities Committee

4. * G. Green, Bingham Farms
V. Ruhly, Franklin
C. Miller, Meadow Lake
R. Miller, Walnut Lake
V. Oxender, Facilities Committee

Secondary Teams

1. * W. Fredo, West Maple
R. Rolph, Groves
R. Vannette, Berkshire
F. Goetz, Facilities Committee
D. Nesbitt, Facilities Committee

2. * C. Bayette, Barnum
J. Schulz, Seaholm
R. Ford, Derby
W. Balckwell, Covington
V. Oxender, Facilities Committee
J. O'Neil, Facilities Committee

Other Teams

I.M.C.
Four Facilities Committee Members
L. Ainsley, I.M.C.

Administration Building
Four Facilities Committee Members

Warehouse-Stockroom
Four Facilities Committee Members
T. Clifford

Maintenance and Pipe Shop
Four Facilities Committee Members
Delwyn Haskell

Bus Garage
Four Facilities Committee Members
Paul Spurlock

An assessment team approach is suggested so as to spread some of the work while at the same time minimizing variability of judgment with regard to what may be assessed as adequate.

C. Forms are being provided to you with this memo. Please familiarize yourself with them.

D. Bloomfield Village School will be the first building assessed. It was selected for the first run through because it is relatively small and has new and older sections. We would expect to work out some of the procedural "bugs" during this first attempt.

E. We are asking the chairmen of each assessment team, both elementary and secondary, to join the elementary principals of Team #1 on Wednesday, January 23, at 8:15 A.M., at Bloomfield Village School. We will plan to visit all areas of the building grounds and complete the assessment checklist.

F. Further details as to what the committee will need will be developed after we have completed the Bloomfield Village assessment. Generally, what is being sought is an assessment of the physical facility to accommodate the present program.

G. A second intent of the study will be to assess our buildings to determine their adequacy to accommodate potential future programs. Suggestions for doing this will come in a few days.

FG/tn

BIRMINGHAM PUBLIC SCHOOLS
Birmingham, Michigan

To: Building Principals

From: Frank Goetz Chairman, Facilities Study Committee

Date: January 28, 1974

Re: Building Assessment

The Facilities Study Committee met with selected principals at Bloomfield Village School on January 23, 1974 for a trial run through on assessing the adequacy of the building and site. As a result of that 'experience" we have firmed up the procedure to be used and arrived at a couple decisions. Let me review these for you.

1. The local school Reaction Panel member is to be invited by the principal to participate in the 'assessment' of the school he/she represents. (See attached memo). If you don't know who your reaction panel member is call my office. The principal is asked to brief the reaction panel member on plans. Provide the reaction panel member with a copy of this memo.

2. The chairman of the assessment team will arrange the schedule of visitation. The first school to be visited by the assessment team should be that of the chairman.

3. Prior to the visitation day, the principal of the building being assessed is asked to make his own assessment of the facility. Using the form provided, he should determine the degree of adequacy or inadequacy for each item on the list and add any that need to be added. Use the rating code 0-4.

4. On the day of the assessment prior to touring the facility, the host principal should take a few minutes to review the items he believes to be inadequate. This may be done in whatever way the principal chooses. A recommended method would be to merely run through the list calling out his rating (0-4) for each item. He may <u>briefly</u> indicate why he thinks the inadequate items were so designated. It is advised also that the principal provide a floor plan of his building for team members.

5. The host principal will then lead the team on the assessment tour. It will take less time if the principal gives thought to the tour route ahead of time. The team should devote most of the time to the items designated as inadequate by the host principal. As each item is assessed, the team members should rate it in the code column, using the rating 0 to 4. Though most attention will be given to inadequate items it will be necessary to briefly view adequate items also in order to rate them "3" or "4".

6. At the completion of the assessment tour, a consensus meeting will be held. The host principal will be the official recorder for the team. This will enable him to have the data necessary to prepare his report. Each team member should also keep his own notes.

The Facilities Committee Member will moderate the first consensus meeting. All other consensus meetings will be moderated by the team chairman.

The intent of the consensus meeting is for the team to arrive at consensus re the rating of each item. The principal's report should reflect the consensus rating for each item agreed to by the team, 0 to 4.

Items rated as inadequate (1-2) should have a note indicating what is needed. Items rated adequate (3) should have a note indicating why a (3) rating was agreed to rather than a (4).

7. Within a week or so following the consensus meeting, the host principal will prepare his report and send a copy to each team member. When all team members have accepted the report, a copy with signatures of all team members will be sent to the Chairman of the Facilities Committee. If any member of the team wishes to file a minority report on one or more items he may do so. It should be signed by team members who agree.

The principal's report should have certain minimum inf rmation and it is advised the report follow a general format.

a) Complete the identifying data sheet. Correct any misinformation.
b) Check out and okay the attendance area description.
c) Include a floor plan of the building.
d) Include a copy of the worksheet checklist with appropriate checks, ratings, and notes.
e) On separate pages list all the items assessed along with the rating code. Indicate as briefly as practical, but with enough detail as necessary, the reason for the rating and what would need to be done to improve these items rated inadequate. Keep in mind these ratings are in terms of your present program. Suggestions re future potential program changes will come later.

FG/tn

BIRMINGHAM PUBLIC SCHOOLS

ELEMENTARY SCHOOL BUILDING APPRAISAL FORM: 1973-74

SCHOOL_____ ADDRESS_____

APPRAISAL COMMITTEE	POSITION
_____	_____
_____	_____
_____	_____

BUILDING

Year Built _____

Floor Space_____sq.ft.

Media Center _____sq.ft.

Gym Facilities_____sq.ft.

Kdg. Rooms _____

Reg. Classrooms_____

Art-Music Rooms _____

Site Size_____acres

No. of Floors_____

L.R.C. Rooms_____

Sp. Ed. Rooms_____

S.G.I.A. _____

Dept. Office_____

Others: (specify)

_____

_____

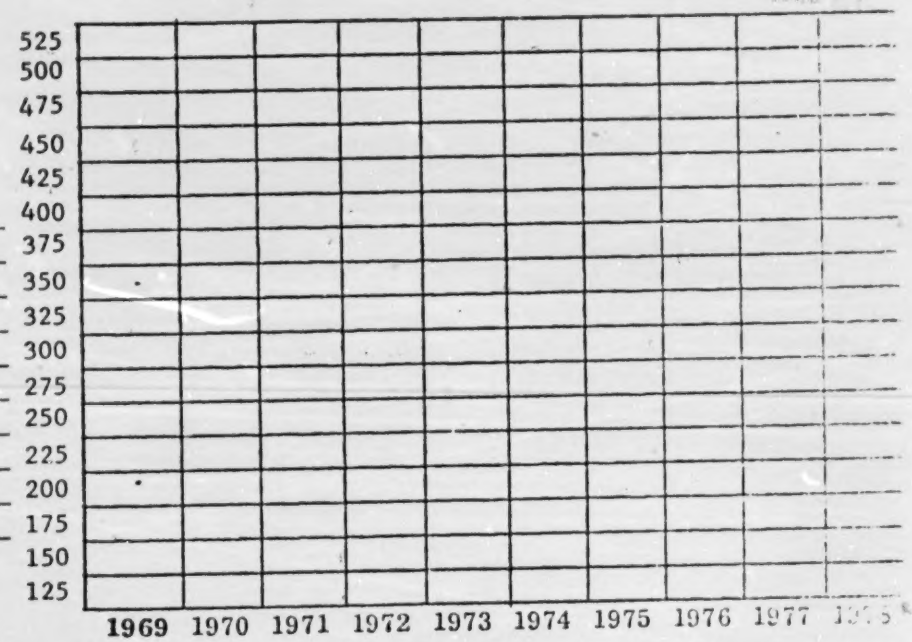
Total Classrooms_____

Classrooms available for Instruction_____

Optimal rated capacity*_____

*Based on reports prepared for Past Capacity Study

ENROLLMENT BY YEARS AND FIVE (5) YEAR PROJECTION



1969_____
1970_____
1971_____
1972_____
1973_____
1974_____
1975_____
1976_____
1977_____
1978_____

Additions-Rooms Year(s)	Remodeling-Year(s)
_____	_____
_____	_____
_____	_____
_____	_____

Playground area_____acres

Paved Parking space for _____cars

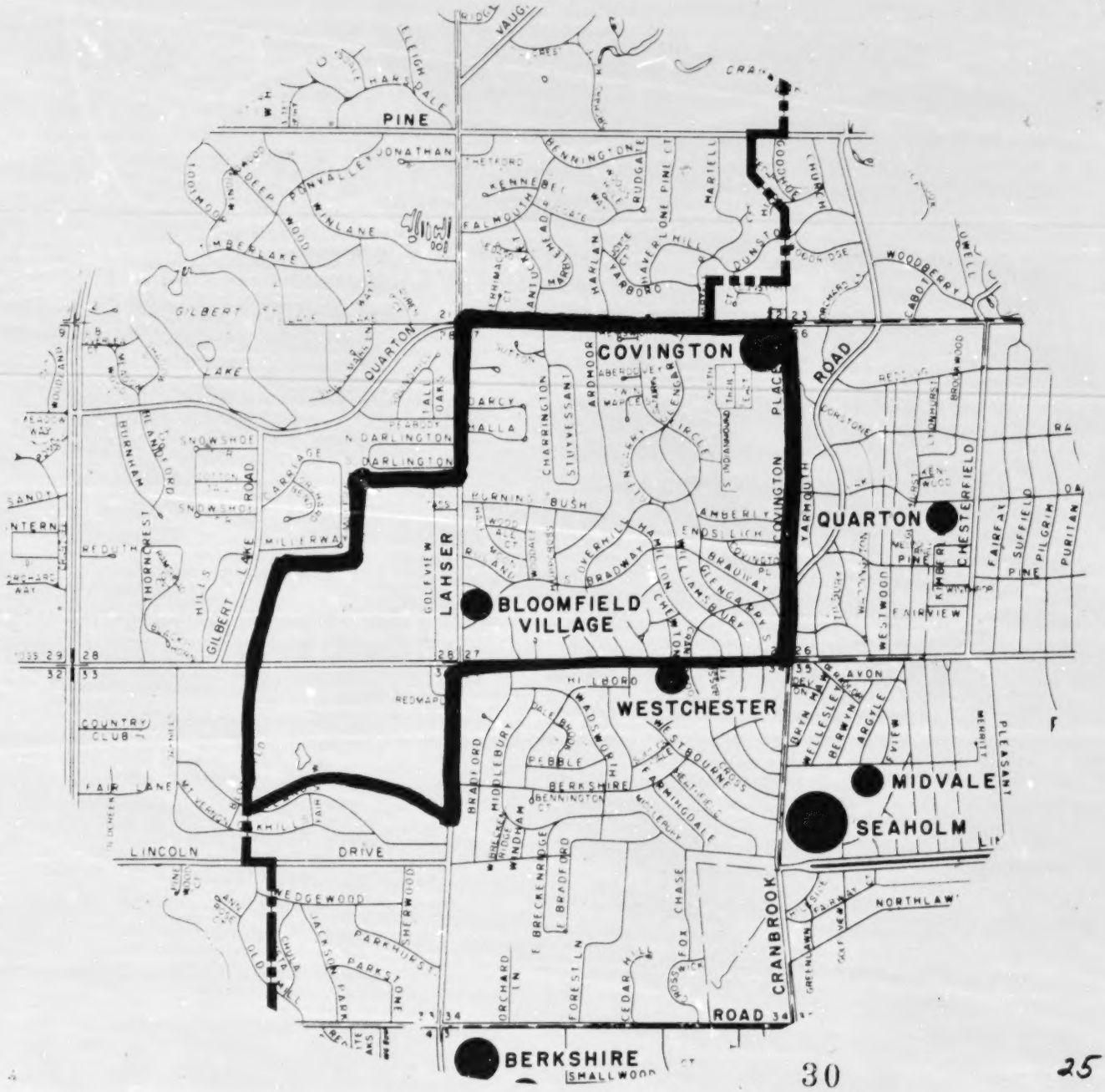
Is this school connected to community:

Water_____

Sewers_____

24

Bloomfield Village Elementary School - Originating at the intersection of Maple and Cranbrook Roads; thence west along Maple Road to Lahser Road; thence south on Lahser Road to the southeast corner of the Oakland Hills Country Club property; thence west, south and westerly along said property lines to the School District boundary line; thence northerly and easterly along said line to the back lot lines of lots on the east side of Glengarry Road and Glengarry Circle; thence south along said line to the south end of the back lot line of Lot 672, Judson Bradway's Bloomfield Village Subdivision #1; thence south along the west property lines of Lots 673, 577, 1260 and 1296 to the back lot line of lots on the south side of Covington Place; thence easterly along said line to Covington Road; thence south along Covington and Cranbrook Roads to point of origin.



25

ELEMENTARY SCHOOL BUILDING, SITE, AND EQUIPMENT CHECKLIST

School_____ Date_____

Building:	Code	Adequate Yes	Adequate No	If 'No' What is required?
1. Size	___	___	___	_____
2. Outside Appearance & Conditions	___	___	___	_____
3. Corridors	___	___	___	_____
4. Windows	___	___	___	_____
5. Doors	___	___	___	_____
6. Floor Conditions	___	___	___	_____
7. Roof	___	___	___	_____
8. Accoustical Treatment	___	___	___	_____
9. Inter Com System	___	___	___	_____
10. Kitchen Facilities	___	___	___	_____
11. Lunchroom Facilities	___	___	___	_____
12. Gym Facilities	___	___	___	_____
13. Multipurpose Room	___	___	___	_____
14. Media Center	___	___	___	_____
15. L.G.I.	___	___	___	_____
16. Small Group Instruction Space	___	___	___	_____
17. Office Space	___	___	___	_____
18. Clinic	___	___	___	_____
19. Teacher's Room	___	___	___	_____
20. Special Ed. Rooms	___	___	___	_____
21. Storage Space: Custodial	___	___	___	_____
22. Office	___	___	___	_____
23. General	___	___	___	_____
24. Vocal Music Room	___	___	___	_____
25. Art Room	___	___	___	_____
26. Instrumental Music Room	___	___	___	_____
27. Classroom(s)	___	___	___	_____
28. Classroom(s)	___	___	___	_____

	Electrical	Code	Adequate Yes	Adequate No	If "No" What is required?
29.	Power Supply				
30.	Wiring				
31.	Lighting				
32.	Electrical Outlets				
	Plumbing				
33.	Internal Water Supply				
34.	Sinks and Related Plumbing				
35.	Sanitary Facilities: Students				
36.	Adults				
37.	Heating Plant				
38.	Ventilation				
	School Site:				
39.	Landscaping				
40.	Sidewalks				
41.	Parking: Staff				
42.	Parking: General Visitors				
43.	Parking: Public Meetings				
44.	Fencing				
45.	Playfield: Size				
46.	Playfield: Condition				
47.	Playfield: Number				
48.	Paved Play area				
49.	Flag Pole				
50.	Drainage				
	Playground Equipment				
51.	Kindergarten, 1				
52.	2,3,4				
53.	5,6				
	Others				
54.					
55.					
56.					

BIRMINGHAM PUBLIC SCHOOLS

SECONDARY SCHOOL BUILDING APPRAISAL FORM 1972-74

School_____ Grades_____ Address_____

APPRAISAL COMMITTEE	POSITION

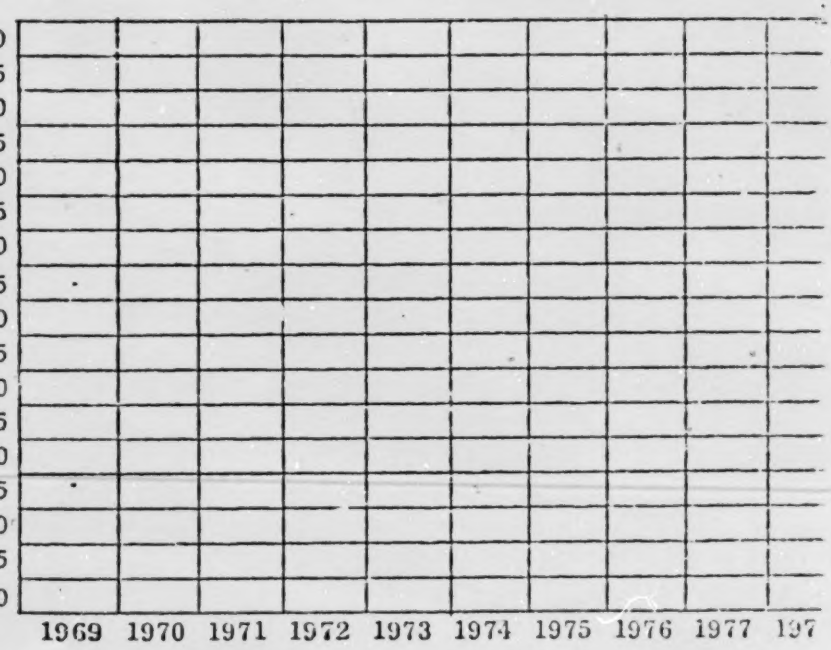
Building:

Year Built_____
Floor Space _____sq.ft.
Media Center_____sq.ft.
Media Workroom_____
Media A.V. Rooms_____
Media Office(s)_____
Gym Facility _____sq.ft.
Gym Office(s)_____
Spectator Capacity____
Counseling Offices____
Dept. Offices_____
General Offices_____rms.
Teacher Lounge_____
Teacher Workroom(s)___
Site size_____acres
Aud. Capacity_____
No. of Floors_____
Pool (size)_____
Pool Spectator Capacity_____
L.G.I.'s_____
S.G.I._____
Art Rooms_____
For. Lang. Lab_____
Home Ec. Rooms_____
Home Ec. Offices_____
Ind. Arts Rooms_____
Ind. Arts Offices_____
Music Rooms_____
Music Practice Rms.___
Music Offices_____
Science Labs_____
Science Prep. Rooms___
Typing Rooms_____
Sp. Ed. Rooms_____
Other classrooms_____
Total Teacher Stations*_____
Rated capacity_____

*Each able to accommodate normal size classes

ENROLLMENT BY YEARS AND FIVE (5) YEAR PROJECTION

1969_____
1970_____
1971_____
1972_____
1973_____
1974_____
1975_____
1976_____
1977_____
1978_____



Additions-Rooms Year(s)

_____
_____
_____

Remodeling-Year(s)

_____
_____
_____

Playground-Athletic Area_____acres

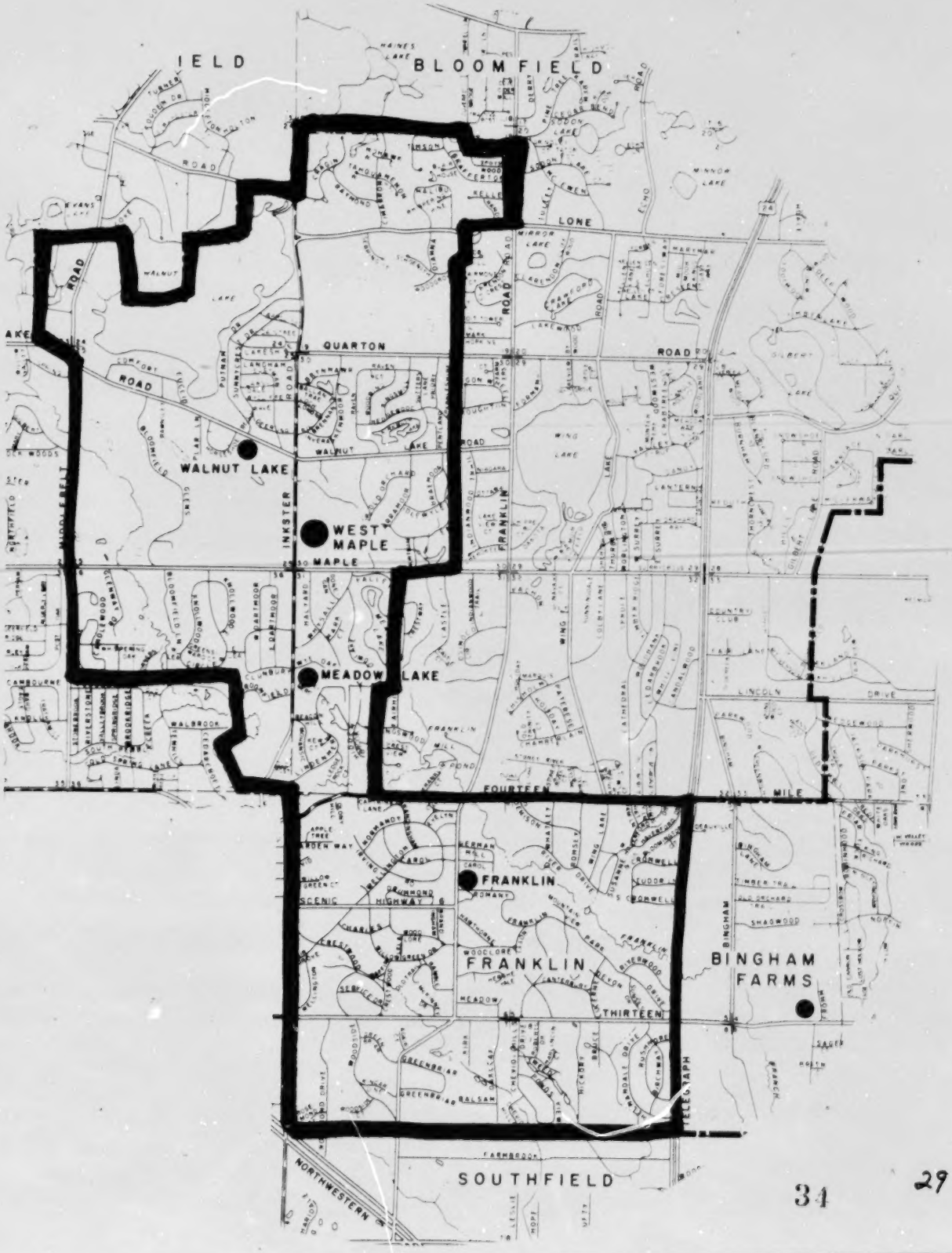
Paved parking space for _____cars

This school is connected to community:

Water_____ Sewage_____

28

West Maple Junior High School - Originating at the intersection of Telegraph and 14-Mile Roads; thence southerly along Telegraph Road to the School District boundary line; thence west and clockwise along said line to point of origin.



SECONDARY SCHOOL BUILDING, SITE, AND EQUIPMENT CHECKLIST

School_____ Date_____

Building	Code	Adequate Yes	Adequate No	If "No" What is required?
1. Outside appearance & condition				
2. Windows				
3. Doors				
4. Floors: Condition				
5. Corridors				
6. Intercom System				
7. Roof				
8. Storage: Office				
9. Storage: Custodial				
10. Storage: General				
11. Kitchen Facilities				
12. Cafeteria				
13. Custodial Facilities				
14. Clinic				
15. General Office				
16. Counseling Offices				
17. Department Offices				
18. Teacher's Room(s)				
19. Auditorium(s)				
20. L.G.I.				
21. S.G.I.A.				
22. Media Center				
23. Special Ed. Rooms				
24. Art Rooms				
25. Foreign Language Lab				
26. Home Economics Room				
27. Industrial Arts Rooms				

		Code	Adequate Yes	Adequate No	If "No" What is required?
28.	Journalism Lab	___	___	___	_____
29.	Vocal Music Rooms	___	___	___	_____
30.	Science Labs	___	___	___	_____
31.	Typing Rooms	___	___	___	_____
32.	Classroom(s)	___	___	___	_____
33.	Classroom(s)	___	___	___	_____
34.	Others:	___	___	___	_____
35.	_____	___	___	___	_____
36.	_____	___	___	___	_____
37.	_____	___	___	___	_____
	Plumbing				
38.	Internal Water Supply	___	___	___	_____
39.	Sinks and related plumbing	___	___	___	_____
40.	Sanitary Facilities: Students	___	___	___	_____
41	Teachers	___	___	___	_____
42.	Heating Plant	___	___	___	_____
43	Ventilation	___	___	___	_____
	Electrical:				
44.	Power Supply	___	___	___	_____
45.	Lighting	___	___	___	_____
46.	Ligh Control	___	___	___	_____
47.	Wiring	___	___	___	_____
48.	Outlets	___	___	___	_____
	School Site:				
49.	Drainage	___	___	___	_____
50.	Landscaping	___	___	___	_____
51.	Parking Facilities: Staff	___	___	___	_____
52.	" " Students	___	___	___	_____
53.	" " Visitors	___	___	___	_____
54.	" " Meetings	___	___	___	_____

		Adequate Code	Yes	No	If 'No' What is required?
55.	Sidewalks	___	___	___	_____
56.	Fencing	___	___	___	_____
57.	Others:	___	___	___	_____
58.	_____	___	___	___	_____
59.	_____	___	___	___	_____
	Athletic & P.E. Facilities				
60.	Fields	___	___	___	_____
61.	Courts	___	___	___	_____
62.	Bleachers	___	___	___	_____
63.	Lighting	___	___	___	_____
64.	Sanitary Facilities	___	___	___	_____
65.	Pool	___	___	___	_____
66.	Locker Rooms	___	___	___	_____
67.	Gym	___	___	___	_____
68.	Other P.E. Facilities	___	___	___	_____
69.	_____	___	___	___	_____
70.	_____	___	___	___	_____
71.	_____	___	___	___	_____
	Other Areas (specify):				
72.	_____	___	___	___	_____
73.	_____	___	___	___	_____
74.	_____	___	___	___	_____
75.	_____	___	___	___	_____
76.	_____	___	___	___	_____

BIRMINGHAM SCHOOL DISTRICT

Appendix C

DISTRICT-WIDE FACILITY APPRAISAL FORM 1973-74

Facility _____ Address _____

	Name	Position
Appraisal Committee	_____	_____
	_____	_____
	_____	_____
	_____	_____

Structure or Facility: Year Built _____ Additions - Year(s) _____ Remodeling Year(s) _____

Sq. Ft. of floor space _____

Site Size _____ acres

Is this facility connected to community:
Water _____
Sewage _____

Number of Rooms _____

Paved parking space for _____ cars

Major functions housed in facility:

A. _____

B. _____

C. _____

D. _____

E. _____

F. _____

Major Improvements Deemed Necessary by this Subcommittee: _____

_____

_____

_____

_____

_____

_____

DISTRICT WIDE FACILITY APPRAISAL CHECK LIST

Facility _____

	Adequate Yes	Adequate No	If "No" What Is Required?	Cost
- Size	___	___	_____	_____
- Office Space	___	___	_____	_____
- Storage	___	___	_____	_____
- Accoustical Treatment	___	___	_____	_____
- Light Control	___	___	_____	_____
- Sound Systems	___	___	_____	_____
- Windows	___	___	_____	_____
- Doors	___	___	_____	_____
- Wall and Trim Conditions	___	___	_____	_____
- Floor Conditions	___	___	_____	_____
- Heating Plant	___	___	_____	_____
- Roof	___	___	_____	_____
- Plumbing				
- Internal Water Supply	___	___	_____	_____
- Sinks and related plumbing	___	___	_____	_____
- Sanitary Facilities - Student	___	___	_____	_____
Adult	___	___	_____	_____
Electrical				
- Power Supply	___	___	_____	_____
- Wiring	___	___	_____	_____
Facility Site				
- Landscaping	___	___	_____	_____
- Sidewalks	___	___	_____	_____
- Parking	___	___	_____	_____
- Fencing	___	___	_____	_____

BIRMINGHAM SCHOOL DISTRICT
DISTRICT WIDE FACILITY APPRAISAL FORM 1973-74

Site Development and Acquisition:

Equipment:

Maintenance and Storage Areas:

Parking Availability:

Instructional Equipment and Instructional Storage Areas:

Other:

APPENDIX H

BIRMINGHAM PUBLIC SCHOOLS

ELEMENTARY SCHOOL BUILDING APPRAISAL FORM: 1973-74

SCHOOL Adams Elementary

ADDRESS 1051 Oakland Avenue
Birmingham, Michigan 48008

APPRAISAL COMMITTEE

POSITION

Harlan Bruce Principal

Jerry Principal

BUILDING

Year Built 1921

Floor Space 36762 sq.ft.

Media Center 1464 sq.ft.

Gym Facilities 3936 sq.ft.

Kdg. Rooms 2

Reg. Classrooms 21

Art-Music Rooms 3

Site Size 6.0 acres

No. of Floors 3

L.R.C. Rooms 0

Sp. Ed. Rooms 0

S.G.I.A. 3

Dept. Office 0

Others: (specify)

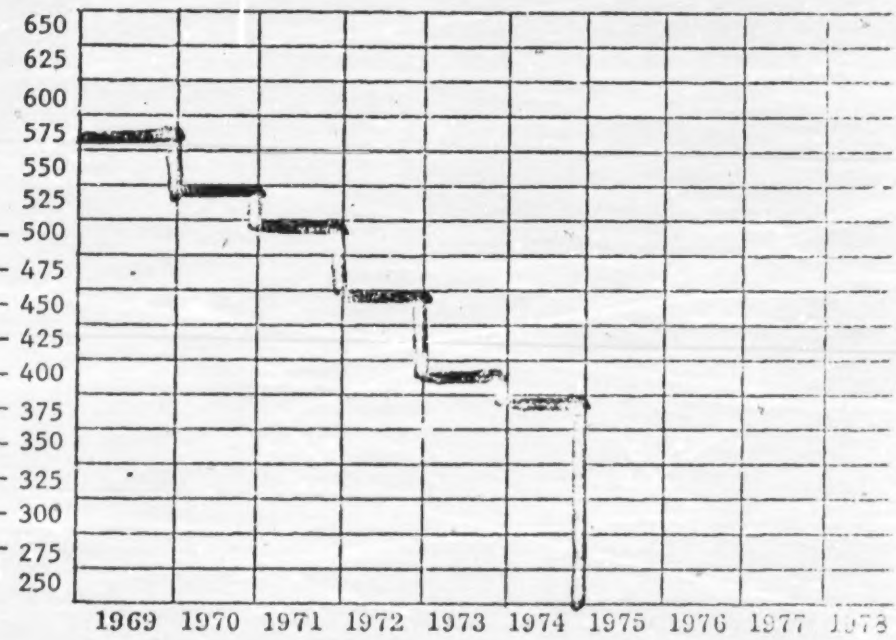
Total Classrooms 26

Classrooms available for Instruction 26

Optimal rated capacity* 675

ENROLLMENT BY YEARS AND FIVE (5) YEAR PROJECTION

1969	584
1970	539
1971	523
1972	474
1973	417
1974	374
1975	
1976	
1977	
1978	



Additions-Rooms Year(s)	Remodeling-Year(s)
1925	1970
1970	

Playground area 3 acres

Paved Parking space for 12 cars

Is this school connected to community:

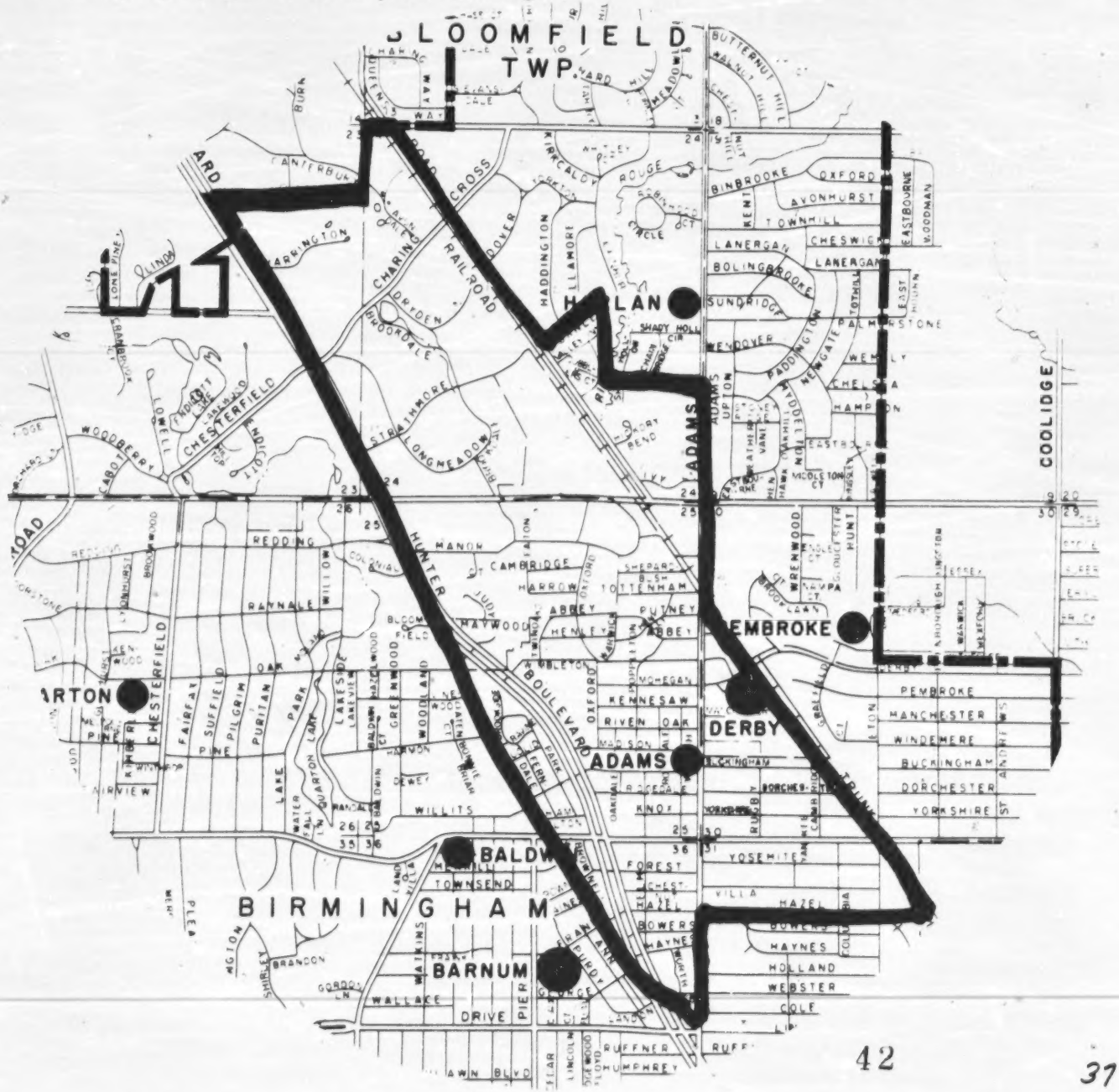
Water Yes

Sewers Yes

Fuel Gas

*Based on reports prepared for Past Capacity Study

Adams Elementary School - Originating at the intersection of Adams Road and the Grand Trunk Railroad; thence southeast along said railroad to the projection of the back lot line of lots on the south side of Hazel Avenue; thence west along said line to the northwest corner of Lot 71, Adams Village Subdivision; thence southwest along the west property line of said lot to Bower Avenue; thence westerly along Bower Avenue to Adams Road; thence south along Adams Road to Woodward Avenue; thence northwest along Woodward Avenue to the School District Boundary Line; thence northerly and easterly along said line to the Grand Trunk Railroad; thence southeast along said railroad to the projection of the back lot line of lots on the south side of Burnley Drive; thence northeast along said line to the Rouge River; thence south along the Rouge River to the southwest corner of Nantucket Green Subdivision property; thence east to Adams Road; thence south to point of origin.



ELEMENTARY SCHOOL BUILDING, SITE, AND EQUIPMENT CHECKLIST

School ADAMS ELEMENTARY Date February 27, 1974

Building:	Code	Adequate Yes	Adequate No	If "No" What is required?
1. Size	4	X		
2. Outside Appearance & Conditions	2		X	
3. Corridors	2		X	
4. Windows	1		X	
5. Doors	2		X	
6. Floor Conditions	1		X	
7. Roof	3	X		Minor Leaks
8. Accoustical Treatment	4	X		
9. Inter Com System	3	X		No Corridor speakers
10. Kitchen Facilities	3	X		
11. Lunchroom Facilities	4	X		
12. Gym Facilities	3	X		Floor in bad condition
13. Multipurpose Room				
14. Media Center	2		X	
15. L.G.I.	0			
16. Small Group Instruction Space	3	X		
17. Office Space	3	X		Floor in bad condition
18. Clinic	4	X		
19. Teacher's Room	0			Area provided
20. Special Ed. Rooms	0			
21. Storage Space: Custodial	3	X		More shelving needed
22. Office	4	X		
23. General	2		X	
24. Vocal Music Room	3	X		
25. Art Room	3	X		
26. Instrumental Music Room	4	X		
27. Classroom(s) 100, 101, 108, 109, 103, 202, 203, 206, 207, 208,	2		X	
28. Classroom(s) 210, 211, 212, 213 106, 111, 15, 27, 17, 19, 21, 2, 3	3			One outlet

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		Code	Adequate Yes	Adequate No	If "No" What is required?
	Electrical				
29.	Power Supply	2		X	
30.	Wiring	2		X	
31.	Lighting	2		X	
32.	Electrical Outlets	2		X	
	Plumbing				
33.	Internal Water Supply	4	X		
34.	Sinks and Related Plumbing	2		X	
35.	Sanitary Facilities: Students	2		X	
36.	Adults				
37.	Heating Plant	3			Old but adequate
38.	Ventilation	3	X		
	School Site:				
39.	Landscaping	3	X		Need more trees
40.	Sidewalks	1		X	
41.	Parking: Staff	1		X	
42.	Parking: General Visitors	0			
43.	Parking: Public Meetings	0			
44.	Fencing	3	X		
45.	Playfield: Size	2		X	
46.	Playfield: Condition	3	X		
47.	Playfield: Number	-	-	-	
48.	Paved Play area	2		X	
49.	Flag Pole	4	X		
50.	Drainage	3	X		
	Playground Equipment				
51.	Kindergarten, 1	0			
52.	2,3,4	3			
53.	5,6	3			
	Others				
54.					OVER TO OTHER SIDE
55.					
56.					

	Code	Adequate Yes	No	If "No" What is required?
54. Outside telephones	3	X		
55. Vault	4			
56. Court yards	0			
57. Records boards	3			
58. Physical Education Office	3			
59. Class Bell System	3			
60. Intra school phones	0			
61. Book store	0			
Storage				
62. Custodial	3			
63. Office	3			
64. Gym	3			
65. Art	3			
66. A-V	0			
67. LRC	0			
68. Air conditioning	0			
69. Media workroom	3			
70. Capacity of Gym - 500				

BUILDING

(2) Outside appearance and conditions Code 2

The steps and cement work at the entrances needs to be repaired or replaced.

(3) Corridors Code 2

The lighting is poor;all lights should be replaced with flourescent lights. Plaster is very bad - needs repaired in many areas. The heating radiators should be covered to guard against children being burned. Corridors need to be painted.

(4) Windows Code 1

The windows in rooms 5, 15, 103, 106, 203, and 206 cannot be opened.

(5) Door (interrior) Code 2

Many of the doors to storage closets, classrooms, lavatories, and to area under building are wharped, cracked andgénerally in bad condition.

(6) Floor conditions Code 1

The wooden floors are wharped, chipped, patched - causing safety hazzard - and unsightly conditions.

(15) LGI Code 0

Adams does not have an LGI.

(17) Office area Code 2

Floor is in need of renovation and old blackboard trays need to be removed from the walls.

(23) General storage space Code 2

The classrooms do not have enough storage space.

(27) Classrooms Code 2

Floors are in need of renovation. The classrooms have one electrical outlet. Storage space is not adequate.

(29) Power Supply Code 2

When teachers use the AV equipment in some sections of the building, fuses will blow.

(30) Wiring Code 2

Much of the classroom wiring is exterior conduits. In the gym and some of the classrooms the wiring is not properly installed and should be repaired.

(32) Electrical Outlets Code 2

Classrooms have only one outlet.

(35)*

(39) Landscaping Code 2

Trees on south side should be replaced as the old trees are cut down. The area south of the school where Oakland Street existed needs to be filled and graded to correct the elevation and create a continual playground area. The cement is breaking and the large trees are dying due to the erosion problem in this area.

(40) Sidewalks Code 1

The sidewalks around the perimeter and to the school are in very poor condition. Should be replaced.

(41) Parking Code 1

The lot is not a sufficient parking area for the Adams School staff. Off street parking is necessary to take care of our parking needs.

(42) Parking: General Visitors Code 0

We do not have parking facilities for visitors.

(43) Parking: Public Meeting Code 0

We do not have parking facilities for public parking.

(45) Playground Size Code 2

The playground area is to small. It could be enlarged by filling in Oakland street in front of school and grading to existing elevation.

(47) Play field number Code 1

Play ground area is to small.

(48) Paved Area Code 2

Existing areas need resurfacing.

(35)* Sanitary Facilities: Students Code 2

There are not sufficient lavatory facilities in Adams School for the students. There is one boys and one girls lavatory on each level.

ADDITIONAL ITEMS

(1) Display cases Code 2

Adams has one display case. Should have three - one for each level.

(2) Clock System Code 2

The clock requires a great many service calls to keep them in good operating condition.

(3) Storage: Media Center Code 2

The media center storage is very limited.

(4) Emergency Alarm System Code 2

It is not adequate to protect a building this size.

BIRMINGHAM PUBLIC SCHOOLS
Birmingham, Michigan

To: Building Principals

From: Frank Goetz

Date: April 25, 1974

Re: Completion of Assessment of Facilities and Potential New Educational Programs

The Facilities Study Committee would like to thank each of you for your cooperation and efforts in assessing your various school facilities. The procedures developed by the committee worked well, due in large measure to your professional attention to the task at hand.

The Facilities Committee has summarized the more pressing inadequacies and included this summary in a progress report to the Board. A copy of this summary has been made available to each of you. We wish to emphasize that this summary is merely a listing of the items needing attention. Work needs to be done to standardize definitions and prioritize needs.

We used your building reports as the key source in developing a list of maintenance projects to be financed with the .2 millage funds. The reports will also be used when determining how Baldwin sale funds are to be expended. Beyond these two sources of funds, some items will be taken care of through the operating budget. Other costly items will need to await other sources of funds.

As you know, the purpose of this assessment project was to determine the adequacy of your facilities to accommodate the programs operating at present and for the near future. Though we have identified a substantial number of items needing attention, we did not find that any one building could be considered seriously inadequate to the point where its present program could not adequately be accommodated. This is also due, we believe, to the attention you have given to keeping your facilities maintained these past few years even in the face of reduced maintenance staffs and tight maintenance budgets.

Now that the assessment activities have been completed there remains one additional item for each of you to be aware of and possibly plan action around, that is, the issue of new programs. To the extent it can be determined, we are interested in knowing how adequately the districts' schools will be able to accommodate potential new programs.

New and innovative programs are encouraged when there is evidence that they will be in the best interests of our clientele. Planning major new programs that may have implications for modifying facilities is an ambitious undertaking and one that requires lead time and input from many sources. Therefore, we would ask that you give thought to firming up any plans along these lines that you have considered or wish to consider implementing during the next five years.

If you have any plans along these lines please communicate them to Frank. A phone call would be in order to initiate the process. Though the Facilities Committee is not intended to be a program review committee, it would be appropriate for us to review that part of the plan that would involve modification of facilities. Until some other committee or school agency is assigned this responsibility, we will fulfill this function as long as our committee is active.

Any program that you may wish to implement would, of course, be processed through the program development plan that Mike LaBay has authored. As you know, there have been a number of suggestions made for program change including such things as year round school, restructuring the junior high, implementing a middle school, pre kindergarten, I.G.E., Community education, career and vocational education, alternative school(s), closing schools, etc.. Whether any of these will come to pass, of course, remains to be seen. Whether or not these or other changes are implemented will depend in large measure on your desires and on efforts you and your staff may wish to expend.

If we can be of help please get in touch.

FG/tn

BIRMINGHAM PUBLIC SCHOOLS
Birmingham, Michigan

BUILDING NEEDS: PRIORITIZED - JULY 30, 1974

The Facilities Study Committee has completed its review of the many maintenance, renovation and other capitol improvement needs identified during the past few months. These needs have been included on the building assessment lists compiled during the Facilities Study or were identified by principals since the completion of the building assessment project.

It now becomes necessary to prioritize the many building needs in order to make decisions re which will receive attention first. Action on some items will be delayed and in some cases no action would be recommended for a variety of reasons. This compilation is suggestive and does not constitute recommendations by the Facilities Committee. Such recommendations will be forthcoming in the near future.

The below listed code was used in preparing the prioritized listing.

1 = Very inadequate, first priority

2 = Somewhat inadequate, second priority

a = High priority

b = Medium priority

c = lower priority

d = to be delayed

ip = in process of receiving attention

cp = project completed

x = impractical to alleviate

FG/tn

Code	Item	Need
ADAMS		
1 ip	Sidewalks	Replace some
1 b	Floors	Carpet 2 rooms
1 d	Windows	Replace some
1 x	Parking (staff)	Create more
2 cp	Steps and cement work	Repair
2 ip	Corridors (lighting)	Replace fixtures
2 a	Lavatory doors (student)	Replace 4
2 b	Lavatory (student)	Repair partitions
2 c	Corridors	Plaster and paint
2 c	Storage (classroom)	Create more
2 c	Clock system	Replace
2 c	Display cases	Add more
2 c	Play area (paved)	Resurface
2 d	Doors (room)	Replace some
2 x	Media Center	Enlarge
2 x	Electric Outlets	Add one in some rooms
2 x	Wiring	Replace, or add circuits
2 x	Lavatories (student)	Add one on each floor
2 x	Playground	Enlarge
BEVERLY		
1 a	Media Center Carpet	Repair
2 a	Floor tile	Replace some (stage, halls)
2 a	Roof	Repair leaks
2 c	Light poles (playground)	Paint
2 c	Playground Equipment	Add items
2 x	Ventilation	Improve
BINGHAM FARMS		
1 a	Playground	Improve drainage
2 b	Sidewalks	Add one, north end of building
2 c	Bus circle	Resurface
2 c	Landscaping	Add trees and shrubs
2 c	Wiring	Add circuits
2 d	Ventilation	Improve in gym, LGI, MIC
2 d	Doors (classroom, glass)	Replace with wire mesh
BLOOMFIELD VILLAGE		
1 b	Flagpole	Move to front of building
1 d	Intercom system	Major repair or replace
1 x	Playfield (primary)	Grading
2 c	Teacher's lounge	Remodel
2 c	Playground equipment	Add items
2 d	Lighting	Improve in primary wing, office area and drive entrance

Code	Item	Need
BLOOMFIELD VILLAGE (cont.)		
2 x	Media Center	Enlarge or relocate
2 x	Clinic	Relocate
2 x	Wiring	Replace or add circuits
2 x	Electric Outlets	Add 1 in old wing rooms
2 x	Parking (visitors)	Create more
EVERGREEN		
1 ip	Playground	Improve drainage
1 b	Doors (classroom)	Add to 7 rooms
2 ip	Vocal music room	Improve sound barrier
2 a	Corridor gate	Install one
2 a	Wiring	Add circuits
2 b	Painting	Paint building inside
2 x	MIC	Improve sound problem
FRANKLIN		
1 c	Safety	Install street signs
1 x	Safety	Improve ramp and front steps for winter weather approach
2 ip	Bus circle	Install posts and chain
2 ip	Roof	Repair leaks
2 c	Drinking fountain	Install one on playground
2 c	Lavatory (adult)	Add one
2 c	Playground equipment	Add items
2 x	Parking (visitors)	Create more
2 x	Playfield	Grading to improve supervision
2 x	Multi-level floors	Reduce A.V. tote problem
2 x	Wiring	Replace in some areas
GREENFIELD		
2 a	Teacher's lounge	Enlarge, reduce size of adjacent storage room
2 b	Kindergarten play area	Enclose with fence
2 c	General storage	Increase space
2 d	Corridor glass	Reduce amount
2 x	Ventilation	Improve throughout building
2 x	Clinic	Relocate
2 x	Kindergarten rooms	Install inclement weather passage to main building
HARMAN		
1 ip	Media Center Carpet	Repair
1 ip	Roof	Repair leaks
1 a	Gym	Matt poles
2 a	C orridor floor	Replace some tile
2 a	Sun heat control	Install solar control film on some windows
2 b	Playfield	Grading to alleviate erosion
2 b	Courtyard wall	Brick in, build higher

Code	Item	Need
HARLAN (cont.)		
2 b	Paint	Paint interior
2 b	Parking lot	Create new entrance
2 c	Parking (visitors)	Create more
2 c	Sidewalks	Install new walks
2 d	Ventilation	Improve
2 d	Corridor glass	Reduce amount and/or install solar control film
2 d	Courtyard doors (wood)	Replace with metal doors
MEADOW LAKE		
2 a	Outside light	Install on north side
2 c	Playground	Improve drainage near blacktop
2 c	Glass panels, hall panels	Remove from certain areas
2 c	Door	Install between two rooms
2 d	Cement work	Repair by 4 entrances
2 d	Carpeting	Install in 4 classrooms
MIDVALE		
1 a	Media Center Project	Make alterations in one lavatory. Install counter over sink. Install Shelving
1 b	Principal's Office	Soundproof south wall
1 d	LGI	Create one by removing one existing wall. Install movable wall
2 cp	Heating plant fumes	Eliminate
2 ip	Sidewalks	Replace some sections
2 c	Playground equipment	Add items
2 d	Painting	Paint interior
2 x	General Storage	Create more
2 x	Wiring	Add circuits
2 x	Electric Outlets	Add one in some rooms
PEMBROKE		
1 c	Sidewalks	Replace some sections
2 ip	Chimney	Sandblast to remove discoloration
2 b	Custodial storage	Create a room under front overhang
2 x	Ventilation	Improve in corridors and lavatories
PIERCE		
1 cp	Exit doors	Replace at rear exits
1 b	Floor tile	Replace in 3 rooms and by entrances
1 b	Doors (under stage)	Replace
1 x	Wiring	Replace or add circuits

Code	Item	Need
PIERCE (Cont.)		
2 d	Windows	Replace some in wings
2 x	Electric Outlets	Add one in some rooms
2 x	Clinic	Relocate
QUARTON		
1 a	Windows	Replace 58
1 a	Doors (bldg. exit)	Replace 4
1 a	Doors (room exit)	Replace 2
1 a	Panic Bars	Replace on 7 exit doors
2 cp	Fencing (parking lot)	Install between playground
2 b	Cloakroom walls	Remove in 3 rooms to permit enlarging rooms
2 b	Teacher's lounge	Refurnish
2 c	Playground equipment	Add items
2 d	Fencing	Install along south edge of play ground
2 x	Clinic	Relocate
TOLLY		
2 cp	Roof	Repair leaks
2 ip	Parking (staff)	Resurface lot
2 c	Playground equipment	Paint equipment
2 c	Playfield	Grade and sod
2 x	Custodial storage	Create more
VALLEY WOODS		
1 a	Media Carpet	Repair or replace
1 a	Drainage, site	Improve drainage
2 cp	Corridor ceiling	Repair
2 a	Roof	Repair leaks
2 b	Sidewalks	Replace some sections
2 b	Custodial storage	Install shelving
2 d	Outside overhang	Paint it
WALNUT LAKE		
1 b	Floors	Repair in two rooms
2 cp	Roof	Repair leaks
2 ip	Playground Erosion	Grading
2 a	Lighting (gym)	Replace fixtures
2 a	Eave troughs	Replace some
2 b	Floor tile	Replace in one room
2 d	Office size	Enlarge
2 d	Heat control	(a) add heating units in primary area (b) Improve thermostats
2 x	Connecting corridor	Install between primary and main wing

Code	Item	Need
WESTCHESTER		
2 a	Sidewalks	Install in east side of building
2 a	Drainage	Improve near primary wing
2 c	Playground Equipment	Add items
BARNUM		
1 ip	In-house phones	Major maintenance
1 d	Home Economics room	Renovate and enlarge
2 b	Exit doors	Replace five
2 x	Auditorium (gym)	Renovate and enlarge
2 x	Athletic field	Renovate (distance from school)
2 x	Clock system	Replace
2 x	Locker room	Enlarge
BERKSHIRE		
2 b	Basketroom (gym)	Repair and/or replace baskets and shelving
2 c	Electric outlets	Add in L.R.C.
2 c	Bleachers	Increase number
2 c	Tennis Courts	Install 2 to 4
2 d	Painting	Paint room 102
COVINGTON		
1 ip	Foundation leak	Repair near bandroom
1 ip	Drainage (near office)	Improve
1 a	Scoreboard	Repair one
1 x	Drainage (athletic field)	Improve
2 ip	Mansard roof and trim	Paint
2 ip	Ceiling tile	Replace in boys' locker room
2 a	Heating problem	Improve in counseling/off. area
2 a	Light control (science)	Install darkening drapes
2 c	Tennis Courts	Install 2 to 4
2 c	Bleachers (outside)	Increase number
2 d	Movable wall	Replace 2
2 x	Storage (Ind. Arts)	Relocate
DERBY		
1 ip	Pool filter system	Replace
1 a	Scoreboard	Add one in pool
1 d	In-house phones	Repair or replace
2 cp	Drainage (circle drive)	Improve
2 cp	Corridor ceiling tile	Replace
2 a	Intercom system	Repair
2 a	Circle drive	Resurface

Code	Item	Need
DERBY (cont.)		
2 b	Art room	Paint, replace counter and tables
2 b	Outside lighting	Install to prevent vandalism
2 b	Light control	Install in 4 rooms and replace in 7 rooms
2 b	Bleachers (outside)	Repair
2 b	Sidewalks	Replace some sections
2 b	Tennis courts	Repair
2 c	Cafeteria	Make repairs, install drinking fountain
2 c	Record board	Install one
2 d	Painting	Paint clinic, office and outside of building
2 x	Media Center	Enlarge
2 x	Drainage (rear of site)	Improve
WEST MAPLE		
2 c	Display cases	Install more
2 c	Bleachers (outside)	Increase number
2 c	Tennis courts	Install 2 to 4
GROVES		
1 ip	Parking lot lines	Repaint
1 a	Tennis courts	Resurface
1 c	Front service drive	Construct
2 cp	Locks	Replace in some rooms
2 ip	Media center carpet	Repair or replace
2 ip	Lavatories (student)	Repair
2 a	Auditorium Lights (outside)	Replace with new type
2 a	Roof	Repair
2 a	Gym ceiling speakers	Replace
2 a	Gym bleachers	Repair
2 a	Pool bleachers	Repair
2 a	Media Center lighting	Improve in two areas
2 b	Electric outlets	Improve in business ed. room
2 b	Sidewalks	Install by auditorium
2 b	Corridor light fixtures	Repair or replace
2 b	Pressbox	Enlarge it
2 b	Cafeteria	Replace tables and chairs
2 b	Media Center (A.V. storage)	Install shelving
2 b	Room locater system	Install signs
2 b	Staff lounge	Refurnish: improve ventilation
2 c	Instrumental Music (storage)	Increase space
2 c	Display cases	Add cases
2 d	Soccer field	Construct one
2 d	Ventilation	Improve in some rooms and Media Center
2 d	All weather track	Construct one

Code	Item	Need
SEAHOLM		
1 cp	Ventilation	Improve in records room
1 ip	Little Theater	Repairs and redecorate
1 a	Media Center	Install wet carrels
1 a	Floor tile	Replace in some areas
1 a	Drainage (Commons Court)	Improve
1 a	Landscaping	Replace some shrubs. Improve commons court
1 a	Gym folding door	Replace
2 ip	Gym bleachers	Repair
2 a	Ceiling Tile	Replace in one room
2 a	Floor tile	Replace in some areas
2 a	Corridor	Create one between A and F wings
2 a	Roof	Repair
2 a	Room locater system	Install signs
2 b	Cafeteria	Add some tables and chairs
2 b	Foreign language lab	Refurbish
2 c	Football field drainage	Improve
2 c	Outdoor coming events sign	Repair or replace
2 d	Soccer field	Construct one
INSTRUCTIONAL MATERIALS CENTER		
1 a	Internal water supply	Install hot water tank
1 a	Repair shop sound problem	Wall in the area
2 a	Coordinator's office	Partition off
2 a	Light and sunheat control	Install drapes on south window
2 b	Panic bars	Install on front exit doors
2 c	Storage	Create more space
2 c	Size of facility	Enlarge it
2 d	Delivery driveway	Construct to rear entrance
NONINSTRUCTIONAL FACILITIES		
ADMINISTRATION BUILDING		
2 a	Parking lot	Install hard surface
2 d	Temperature control	Improve
2 x	Storage	Create more
2 x	Water line (freeze problem)	Correct it
BUS GARAGE		
1 a	Lavatories	Renovate and install additional units
1 d	Size of facility and site	Enlarge both
2 a	Parking area and drives	Install black top and/or resurface
2 b	Parts storage	Enlarge
2 b	Equipment	Install parts washer and replace pick up truck

Code	Item	Need
CENTRAL STORES		
2 b	Screen doors	Install 2
MAINTENANCE		
1 ip	Equipment	Replace rubbish truck
1 a	Roof	Replace on quonset building
2 a	Storage	Increase space, construct roof over salt storage
PLUMBING SHOP		
1 d	Water Supply	Install
1 d	Sewers	Install
2 x	Parking	Increase
2 x	Facility size	Enlarge
2 x	Storage	Increase space

April 9, 1974 APPENDIX K

EXPENDITURE OF FUNDS FROM SALE OF BALDWIN SCHOOL

Tentative criteria have been developed for determining most appropriate use of the money available from the sale of the Baldwin School. Following these criteria is a listing of the five categories of expenditures with suggested projects and allocations of funds. (Approximately $500,000 including interest would be available pending results of litigation.)

Criteria:

The money from the sale of Baldwin School should be utilized for expenses within the school district following these general criteria:

A. One-time expenses as opposed to on-going, continual operating expenses.
B. Projects or items we cannot normally handle within our operating budget.
C. Items of reasonably large unit costs.
D. Long lasting items and projects as opposed to expendable or consumable items.
E. A reasonably large portion should be utilized for "improvement projects" as opposed to regular maintenance.

Expenditure Categories:	Tentative Allocations
I. Repair and Renovation for Existing Buildings (This would include smaller renovation and repair projects for individual buildings as identified by the building principal and the Facilities Study Committee.)	$150,000
II. Bus Replacement (This would provide funds for replacement of 9 or 10 vehicles on our current fleet. We have been forced to fall behind in our bus replacement schedule, and now have several buses (over seven years old) for which we receive no state reimbursement. Also, we are experiencing much higher repair costs as a result.)	$100,000
III. Replacement and Purchase of Equipment (This would include some of the larger equipment needs (both replacement and new) which we have been unable to provide for in our regular budget. Examples might include major appliances, machines in shops and art rooms, science equipment, cafeteria tables and chairs, folding gym doors, etc.)	$100,000
IV. Site Drainage Problems (These funds will be utilized to pay the cost of engineering services and the resultant grading, tiling, installation of drains, etc., needed to solve the serious drainage problems at the elementary school sites of Bingham Farms, Valley Woods, and Evergreen. There are other drainage problems of lesser degree which we would like to resolve if funds remain after the major projects are completed.)	$100,000
V. Site Improvement Projects (This would include purchase and replacement of playground equipment, some landscaping and plantings, and individual building projects. The need for these funds has been established by the report from the Advisory Board of Birmingham Schools SITE Committees which was presented to the Board of Education in November, 1973.)	$ 50,000

#4 ALLOCATION OF FUNDS FROM SALE OF BALDWIN PROPERTY

Resolved, that The following allocation be made of the funds to be realized from the sale of the Baldwin property:

I.	Repair and Renovation of Existing Buildings (Described in Attachment A)	$150,000
II.	Bus Replacement (Approximately Seven Buses)	100,000
III.	Purchase of New and Replacement Equipment (Described in Attachment B)	95,000
IV.	Site Drainage Problems (Described in Attachment C)	55,000
V.	Special Projects (Described in Resolution #3)	100,000
	Total	$500,000

Board of Education Meeting
9-3-74

R 10